

# Career Transitions

## Job Readiness/Computer Literacy Class Schedule

*Classes are scheduled each day from 8:30-12:00 and 12:30 to 4:00*

*For more information call: 388-6701*

2007	Monday	Tuesday	Wednesday	Thursday	Friday
Nov.	<b>5</b> Assessments  Intro to Computer/ Typing Tutorials	<b>6</b> Keyboarding Tutorial Instruction (WORD) Computer Lab  Assessments	<b>7</b> MCIS  Keyboarding Tutorial Instruction (WORD) Computer Lab	<b>8</b> Goal Setting  Keyboarding Tutorial Instruction (WORD) Computer Lab	<b>9</b> Goal Setting  Keyboarding Computer Lab (Goals and Literacy Letter)
Nov.	<b>12</b> Resume/Cover Letter  Keyboarding Tutorial Computer Lab (Resume/Cover Letter)	<b>13</b> Job Search Strategies Applications  Keyboarding Tutorial Computer Lab (Potential Employers, Thank you)	<b>14</b> Sexual Harassment  Keyboarding Tutorial Computer Lab (Applications)	<b>15</b> Time Management Interviewing Prep  Computer Lab <b>(Drafts are due for all  assignments today!)</b>	<b>16</b> Workplace Communications  Publisher/PowerPoint (only students with all assignments complete)
Nov.	<b>19</b> Interview Video Taping or Work on Assignments  Keyboarding Tutorial Instruction (Excel) Computer Lab	<b>20</b> Job Service (meet at the Bozeman Job Service)  Keyboarding Tutorial Instruction (Excel) Computer Lab	<b>21</b> Workplace Attitude/Success Computer Post-Test  <b>Class Completion  Celebration  11:30 – 1:00</b>	<b>25</b>  <b>THANKSGIVING</b> (Office Closed)	<b>26</b>  (Office Closed)

**Please do not schedule any appointments during class times.**